

# **Executive Director**

## **United States-Panama Trade Promotion Agreement Secretariat for Submissions on Environmental Enforcement Matters**

### **Introduction**

This position of Executive Director is with the Secretariat for Environmental Matters established pursuant to the U.S.- Panama Trade Promotion Agreement (TPA), which is housed in the Water Center for the Humid Tropics of Latin America and the Caribbean (CATHALAC) in Panama City, Panama.

On December 21, 2015 the United States and Panama entered into an Agreement Establishing a Secretariat for Environmental Matters (Agreement). The Agreement specifies that the Secretariat shall comprise an Executive Director and, as appropriate to carry out its functions, professional, technical-support, and administrative staff. The Executive Director shall be appointed by and operate under the sole direction and supervision of the Environmental Affairs Council (Council) established under Article 17.6 of the TPA.

### **General Responsibilities**

The Executive Director will carry out the functions assigned to the Secretariat in Articles 17.8 (Submissions on Enforcement Matters) and 17.9 (Factual Records and Related Cooperation) of Chapter 17 (Environment) of the TPA and in the Agreement.

### **Specific Responsibilities**

In particular, the Executive Director will be responsible for:

- receiving and considering submissions under Article 17.8 of the TPA and in accordance with any working procedures approved by the Council;
- determining whether such a submission merits a response from a Party;
- determining and informing the Council whether such a submission warrants development of a factual record;
- preparing factual records when instructed;
- preparing annual reports, work plans, and budgets to the Council for approval;
- communicating effectively with the Council and U.S. and Panamanian Environment and Trade Contact Points;
- ensuring an effective, up-to-date, and easily accessible website is established and maintained for the Secretariat, in English and Spanish;
- selecting the Secretariat's technical-support and administrative staff in accordance with procedures established by the Council;
- managing the Secretariat's professional, technical-support and administrative staff; and
- undertaking other activities related to fulfilling Secretariat obligations in Articles 17.8 and 17.9 of the TPA, the Agreement, and Council Decisions related to operation of the Secretariat.

## **Knowledge, Experience, and Qualifications Required for the Position**

Candidates should:

- hold a post-graduate degree, preferably in law;
- have at least 7 years of relevant expertise in environmental law or international trade law or its implementation, preferably in both;
- have knowledge of Chapter 17 of the TPA;
- have, in addition, experience in any of the following areas with respect to the United States or Panama:
  - public policy-making,
  - inter-governmental relations,
  - international or regional institutions,
  - knowledge of issues related to environmental and/or international trade matters, particularly in both countries;
- possess superior writing, speaking, analytical, interpersonal, and public speaking skills;
- be professionally fluent in written and spoken Spanish and English; and
- be a national of Panama or the United States.

## **Salary**

Salary is dependent on experience up to an amount specified by the Council, in addition to any benefits that may be offered.

## **Duty Location**

The Executive Director will be based in Panama City, Panama.

## **Procedure for Applying**

Interested candidates should send the following information in English and Spanish to the appropriate contact points for each Party by April 1, 2016:

- curriculum vitae;
- writing sample\*;
- at least 3 references.

\* The candidate must have drafted the writing sample in both languages him/herself.

## **Contact Points**

Nationals of the United States should send the above information to:

Rachel Kastenbergh, Environment and Trade Division, U.S. Department of State, [kastenberghRL@state.gov](mailto:kastenberghRL@state.gov) and Laura Buffo, Director, Environment and Natural Resources, Office of the U.S. Trade Representative, [lbuffo@ustr.eop.gov](mailto:lbuffo@ustr.eop.gov).

Nationals of Panama should send the above information to: Yaoska Ruiz, Bilateral affairs Division, Ministry of Environment, [yruiz@miambiente.gob.pa](mailto:yruiz@miambiente.gob.pa). Elba Cortés Chief of International Affairs Office, Ministry of Environment, [ecortes@miambiente.gob.pa](mailto:ecortes@miambiente.gob.pa).